# **Stopping Paper Memo Distribution**

### **Information**

Effective March 31, 2006, the Department of Motor Vehicles will cease producing and distributing paper copies of Vehicle Industry News memos and industry handbook revisions. The memos are available on the DMV Internet website.

### **Procedures**

For immediate e-mail notification when a new memo or handbook update has been placed on the website, subscribe to the new E-Mail Alert Service by logging on to the department's Internet website at www.dmv.ca.gov and navigating to Vehicle Industry & Commercial Permits> (Industry Information) Vehicle/Vessel Registration Procedures. Select the Subscribe to Email Alerts button and follow the simple instructions.

# **Background**

As part of DMV's continuing commitment to improve customer service, the department created the E-Mail Alert Service. The new system, free to DMV's industry partners, banks, and financial institutions, provides an immediate notification when new publications are placed on the DMV Internet website.

Distribution of paper documents precludes timely distribution of information required by occupational licensees for conducting business with customers and the department. Use of the E-Mail Alert Service provides DMV's industry customers immediate notification of information.

## **Distribution**

Notification that this memo is available online at www.dmv.ca.gov under Publications was made via e-mail alert in January 2006. The memo was distributed in hardcopy to vehicle registration-related occupational licensees.

### **Contact**

Call the DMV Customer Communications Section at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.

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